



INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Education Office of Vocational Education Division of Program Development and Support Service 1762 Twin Towers East Atlanta, Georgia 30334 Working Title Senior Research Specialist	Application Number <b>81-111-A</b>	Date Received <b>APR 23 1985</b>
Application Number		Date Completed <b>JUL 03 1985</b>	
2. Person to Contact <b>Barbara F. Landay</b>		Telephone Number <b>656-3435</b>	
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. <b>81-111</b> Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest <b>1977</b> Latest <b>To Date</b>		5. Records Series Title (followed by title used in office, if different) <b>Vocational Planning and Operations Statistical Publications Files</b>	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Vocational Statistical Research and Reports Unit is responsible for compiling statistics and providing data on vocational student enrollment in secondary and postsecondary schools; staff development needs; manpower needs of business and industry and employment opportunities generated by them; specific vocational education programs required to meet identified needs; and other information for long and short-range planning for vocational education programs. The unit disseminates information to school systems, the public, and other Divisions within the Department and Office of Vocational Education, and assists with other Division activities as required.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: <b>Compiling enrollment, graduate follow-up, staff and other vocational statistical data from MIS computer system for summary publications.</b> Included are: <b>Published statistical reports and computer tapes relating to job opportunity forecasts in various vocational fields, present and projected enrollments, follow-up data on job placement experiences of students completing vocational education programs, staff/faculty data, and other related topics.</b>  File is arranged: <b>Chronologically by Fiscal Year in which report was published.</b>			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <b>45</b> ; Seven to twelve months old <b>36</b> ; Thirteen to twenty-four months old <b>15</b> ; twenty-five months and older <b>2</b> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers <b>1/8</b> ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

		a. Is this a vital record?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value?
N/A		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X		f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout?

# 11. Retention Requirements

The following requires the series to be kept:

- |                          |                |                                   |                    |
|--------------------------|----------------|-----------------------------------|--------------------|
| a. State Law             | _____ years.   | d. Audit period                   | 11-12 _____ years. |
| b. Statute of limitation | _____ years.   | e. Administrative need            | 5 _____ years.     |
| c. Federal law           | 5 _____ years. | f. Federal retention instructions | _____ years.       |

Attach copy or excerpt of laws or regulations. Explain administrative need.

P.L. 93-380, Sec. 510, Sec. 434 (a)(1)

# 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

RECORD COPY:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other \_\_\_\_\_ then,

- ☒ Hold in the current files area \_\_\_\_\_ month(s) 2 year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☐ Destroy.
- ☒ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

☒ Hold computer tapes in data center for 5 years; then erase and reuse.

OFFICE REFERENCE COPIES: Hold in current files area until no longer needed for reference; then destroy.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Billy E. Durman</i>	4/19/84	<i>Claudia Steph</i>	4/15/85
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	5/22/85
		Secretary of State/Designee	5/7/85
		Attorney General/Designee	7/2/85

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**APPLICATION FOR RECORDS RETENTION SCHEDULE****OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION**

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FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Education Office of Vocational Education Division of Vocational State Planning and Operations-Statistical Research 336 State Office Building Atlanta, Georgia	Application Number <b>81-111</b>	
Application Number		Date Received <b>FEB 12 1981</b>	Date Completed <b>FEB 18 1981</b>
2. Person to Contact <b>Barbara F. Landay</b>		Working Title <b>Senior Research Specialist</b>	Telephone Number <b>656-3435</b>
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest _____ Latest _____ <b>1977</b> To Date _____		5. Records Series Title (followed by title used in office, if different) <b>Vocational Planning and Operations Statistical Publications Files</b>	
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8. Monthly Reference Rate How often are records referred to which are: One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____?			
9. Annual Rate of Accumulation of Records Letter-size drawers <b>1/8</b> ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value? Record copy has permanent value.
N/A		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X		f. Is the information contained in this series ever published? If yes, attach copy. These are published reports.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. These are published reports.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout? Publications contain data abstracted from computer printouts.

#### 11. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |                      |
|--------------------------|--------------|-----------------------------------|----------------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ years.         |
| b. Statute of limitation | _____ years. | e. Administrative need            | _____ 0 _____ years. |
| c. Federal law           | _____ years. | f. Federal retention instructions | _____ years.         |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Record copy not needed for reference since reference copies are available.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

##### RECORD COPY:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other \_\_\_\_\_ then,

- ☐ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☐ Destroy.
- ☒ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

OFFICE REFERENCE COPIES: Hold in current files area until no longer needed for reference, then destroy.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>B. L. H. L. L. L.</i>	2/6/81	Walker L. Baumgardner	2-5-81
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	2-14-81
		Secretary of State/Designee	2-13-81
		Attorney General/Designee	2-16-81